

Message Text

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TO USAF (FOR SAM)

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FOLLOWING REPEAT STATE 064781 ACTION MANILA 21 MARCH.

QUOTE

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E.O. 11652:6/15/75

TAGS:OVIP (SIMON, WILLIAM E.)

TREASURY SECRETARY SIMON TRAVEL-ADMINISTRATIVE

SUBJECT: ARRANGEMENTS

1. TREAS SECRETARY SIMON WILL LEAD US DELEGATION TO 8TH ANNUAL MEETING OF ASIAN DEVELOPMENT BANK BOARD OF GOVERNORS IN MANILA, APRIL 24-26. SOME MEMBERS OF DELEGATION INCLUDING CONGRESSIONAL MEMBERS AND WIVES, STAFF, WILL ARRIVE MANILA SEPARATELY. TENTATIVE TOTAL INCLUDING SUPPORT PERSONNEL APPROXIMATELY 50. DELEGATION LIST WILL BE TRANSMITTED SEPTEL AS SOON AS AVAILABLE.

2. THERE FOLLOWS TENTATIVE ITINERARY SECRETARY SIMON AND PARTY:

LV: COLOMBO.....L200.....4/22

AR: MANILA.....2035.....4/22

LV: MANILA.....1800.....4/25

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AR: GUAM.....2330.....4/25

3. CUSTOMS, HEALTH & IMMIGRATION UNDERSTAND VISAS NORMALLY WAIVED FOR ADB DELEGATION, THEREFORE REQUEST GROUP CLEARANCE AND WAIVER OF VISAS FOR ENTIRE PARTY. PASSPORT NUMBERS, PLACE AND DATE OF BIRTH PROVIDED SEPT. PARTY HAS ALL NECESSARY IMMUNIZATIONS. PLEASE ASSIGN EMBASSY/POST OFFICER TO RECEIVE PASSPORTS FROM MR. SHAPIRO AND HANDLE ENTRY/EXIT FORMALITIES.

4. GROUND TRANSPORTATION: PLEASE PROVIDE SIXTEEN (16) LIGHT OR MEDIUM, ONE (1) HEAVY SEDANS WITH ENGLISH SPEAKING DRIVERS WHO ARE FAMILIAR WITH THE CITY AND ITS ENVIRONS. INDIVIDUALLY ASSIGNED VEHICLES TO BE KEPT TO A MINIMUM. AT ITS DISCRETION, EMBASSY MAY UTILIZE BUS TRANSPORT TO AND FROM AIRPORT, AND WHEREVER ELSE APPROPRIATE IF SUCH ARRANGEMENTS ARE MORE ECONOMICAL. TRANSPORTATION FOR AIR CREW RESPONSIBILITY OF DOD. RECOMMEND MOTOR POOL DISPATCH SERVICE FROM VISITOR'S CONTROL ROOM BETWEEN HOURS 0730-2100.

5. BAGGAGE: A TWO & ONE HALF TON TRUCK WITH HANG-UP BARS AND FOUR BAGGAGE HANDLERS SHOULD PROCEED TO REAR STARBOARD DOOR AND AWAIT UNLOADING INSTRUCTIONS FROM MR. SHAPIRO. A STATION WAGON SHOULD BE PROVIDED REAR STARBOARD DOOR FOR CLASSIFIED MATERIAL, TO BE ESCORTED BY MARINE SECURITY OR COMPARABLE GUARD.

6. HOTEL ACCOMMODATIONS: PLEASE PROVIDE INTERCONTINENTAL HOTEL ROOM NUMBERS ASSIGNED PARTY. AIR CREW ACCOMMODATIONS RESPONSIBILITY DOD.

7. VISITOR'S CONTROL ROOM (ONE DOUBLE): BEDROOM FURNITURE SHOULD BE REMOVED AND THE FOLLOWING PROVIDED:

TABLE FOR EMBASSY OFFICER
TABLE FOR ACCOMMODATING CURRENCY EXCHANGE AND SUNDRIES SALES

TABLE FOR INFORMATION BOOKLETS ON LAUNDRY/DRY CLEANING SERVICE, RESTAURANTS, PLACES OF INTEREST, CURRENCY INFO, LIMITED OFFICIAL USE

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MEDICAL FACILITIES, HEALTH PRECAUTIONS AND MOTOR POOL INFO (SAME INFO SHEETS TO BE PLACED IN ROOMS), PLACES OF ENTERTAINMENT, ROOM ASSIGNMENT LIST.

PROVIDE PACKAGING/WRAPPING SUPPLIES FOR LOCAL PURCHASES.

BEVERAGES, CIGARETTES, SUNDRY ITEMS SHOULD BE AVAILABLE FOR SALE. FOREIGN SERVICE LOCAL EMPLOYEE MAY BE USED TO OPER-

ATE THIS ROOM. SECURITY CONTROL NOT REQUIRED. NO CLASSIFIED TO BE STORED IN THIS ROOM.

8. ADMINISTRATIVE CONTROL ROOM SECRETARIAT (TWO CONNECTING DOUBLES): BEDROOM FURNITURE SHOULD BE REMOVED AND THE FOLLOWING PROVIDED:

TWO (2) TABLES FOR SECRETARY'S STAFF, TWO TYPING STANDS, TWO ELECTRIC TYPEWRITERS, COPYING MACHINE (PREFER XEROX 360).

9. GIFTS: MR. SHAPIRO WILL HAVE LIMITED NUMBER CONTINGENCY GIFTS FOR USE IF GIFT EXCHANGES TAKE PLACE. PLEASE ADVISE. IF EXCHANGES SUGGESTED BY HOST GOVERNMENT, PLEASE ARRANGE SHAPIRO/PROTOCOL OFFICER MEETING. PLEASE DESIGNATE INDIVIDUAL TO DRAFT APPROPRIATE THANK YOU LETTERS FOR HOST GOVERNMENT OFFICIALS AND PROVIDE TO MR. SHAPIRO AS EARLY AS POSSIBLE AFTER ARRIVAL, TOGETHER WITH LIST OF OFFICIALS LIKELY TO BE MET.

10. FUNDING: MR. SHAPIRO IS AUTHORIZED TO MAKE ADMINISTRATIVE ARRANGEMENTS FOR ALL DELEGATION MEMBERS. FUNDING CITATION AND ADDITIONAL INFORMATION PROVIDED SEPTEL. CONGRESSIONAL AND OTHER NON-TREASURY MEMBERS WILL ARRANGE PAYMENT OF ALL HOTEL AND OTHER COSTS PRIOR TO DEPARTURE. NO REPRESENTATIONAL EXPENDITURES ON BEHALF OF THE PARTY MAY BE INCURRED WITHOUT SPECIFIC AUTHORIZATION BY MR. SHAPIRO.

11. MISCELLANEOUS: REQUEST PHOTOGRAPHIC COVERAGE OF OFFICIAL FUNCTIONS WHERE PRACTICAL BY USIS. PLEASE FORWARD NEGATIVES AND TWO COPIES EACH PRINT TO TREASURY C/O MR. JAMES SITES, ROOM 2324, IMMEDIATELY FOLLOWING VISIT. WHERE AVAILABLE, REQUEST SEVERAL COPIES USIS NEWS SUMMARY IN LIMITED OFFICIAL USE

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VISITOR'S CONTROL ROOM ON MORNINGS SECRETARY AND PARTY ARE IN YOUR COUNTRY. THE SUMMARIES SHOULD BE PROVIDED AT THE HOTEL AT EARLIEST TIME PRACTICAL EACH DAY. COPIES OF LOCAL ENGLISH LANGUAGE NEWSPAPERS SHOULD BE DELIVERED EACH MORNING TO EVERY DELEGATION MEMBER'S ROOM. IF REQUIRED, PLACE ELECTRIC TRANSFORMERS IN VISITOR'S CONTROL ROOM IF AVAILABLE.

12. SECRETARIAT SUPPORT: REQUEST OFFICER AND CLERICAL SUPPORT ON CALL TO ASSIST PARTY AS NECESSARY.

13. REPRESENTATIONAL FUNCTIONS: PLEASE DO NOT SCHEDULE BLACK TIE EVENTS FOR SECRETARY'S VISIT.

14. PLEASE ADVISE IMMEDIATELY SUCCESS IN OBTAINING VISA

WAIVERS. EOM INGERSOLL UNQUOTE KISSINGER

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